

# **RAPWEB ACCOUNT CODES**

(Effective: 06/12/2006)

## **ORGANIZATION CODES**

Codes established by an agency, normally to identify a financial transaction to an operational unit.

### **WDA #1 (Southeast)**

8801	Elkhorn Job Center
8802	Kenosha
8803	Racine
8804	Burlington

### **WDA #2 (Milwaukee)**

8811	Milwaukee North
8813	Milwaukee South UMOS Job Center
8814	Milwaukee Teutonia
8815	Milwaukee CCI Job Center
8816	Milwaukee Northwest
8817	Milwaukee Southeast
8818	Milwaukee Southwest

### **WDA #3 (WOW)**

8831	Mequon
8832	Pewaukee
8833	West Bend
8834	Waukesha State Office Building

### **WDA #4 (Fox Valley)**

8841	Berlin
8842	Fond du Lac
8843	Fox Cities Job Center
8844	Oshkosh Job Center
8845	Waupaca
8846	Wautoma Job Center
8847	Chilton
8848	Clintonville

### **WDA #5 (Bay Area)**

8861	Keshena
8862	Manitowoc Job Center
8863	Marinette Job Center
8864	Shawano Job Center
8865	Sheboygan Job Center
8866	Sturgeon Bay Job Center
8868	Green Bay State Office Building
8869	Gillett

### **WDA #6 (North Central)**

8881	Adams Job Center
8882	Antigo Job Center
8883	Marshfield Job Center
8884	Merrill
8885	Rhineland
8886	Stevens Point Job Center
8887	Wausau
8888	Wisconsin Rapids Job Center

**WDA #7 (Northwest)**

8901	Ashland Job Center
8902	Hayward
8903	Ladysmith Job Center
8904	Medford Job Center
8905	Phillips
8906	Siren
8907	Spooner Job Center
8908	Superior

**WDA #8 (West Central)**

8921	Balsam Lake Job Center
8922	Chippewa Falls Job Center
8923	Durand
8924	Eau Claire Job Center
8925	Ellsworth Job Center
8926	Menomonie Job Center
8927	Neillsville Job Center
8928	New Richmond Job Center
8929	Rice Lake
8930	River Falls Job Center

**WDA #9 (Western)**

8941	Black River Falls Job Center
8942	Independence
8943	La Crosse
8944	Mauston Job Center
8945	Prairie du Chien Job Center
8946	Sparta Job Center
8948	Viroqua Job Center

**WDA #10 (South Central)**

8961	Baraboo Job Center
8962	Beaver Dam Job Center
8963	Jefferson Job Center
8964	Madison East/Aberg Job Center
8965	Montello
8966	Portage Job Center
8967	Madison South Central Office

**WDA #11 (Southwest)**

8981	Dodgeville Job Center
8982	Janesville Job Center
8983	Lancaster Job Center
8984	Monroe Job Center
8985	Richland Center Job Center
8988	Platteville Job Center

**APPROPRIATION:**

The authorization made by the State Legislature to make expenditures and to incur obligations from a specific statutory fund for a specific purpose. **All DVR discretionary consumer purchases will be coded to appropriation code 544.** (NOTE: The appropriation unit code for consumer services is 6, *and will be added when the account coding structure is verified.* Thus, the appropriation code for discretionary consumer services after verification will be 5446.)

## **ACTIVITY CODES**

The activity code allows for the breakdown of transactions. The codes are assigned by DOA. Examples of DVR consumer services to be included in that code are listed in parenthesis after the service description.

D031	Counseling (AODA Short-Term Counseling)
D032	Job Referral
D033	Job Development
D034	Work-related Materials/Tools (Clothing, Shoes, Computer & Software For Work)
D035	All Supported Employment Services
D036	Assessment (Benefits Analysis, Copies of Medical Reports, Psychological Evals, Vocational Evals, Road Tests, Functional Assessments)
D037	Restoration: Hospitalization
D038	Restoration: Professional Clinic Fees (Medical Appointments)
D039	Restoration: Treatment for Substance Abuse/Addiction
D040	Restoration: Surgery or Therapy (Physical Therapy, Chiropractor)
D041	Other Restorative Services - NEC/Not Elsewhere Classified (Hearing Aids, Glasses, Prosthetics)
D042	College/University Training (Tuition & Fees, Not Room & Board; 4 year or graduate programs)
D043	Business/Vocational School Training (Former Technical Institutes, i.e., MATC; generally 2 year programs or time-limited specific technical courses)
D044	Adjustment Training
D045	On-The-Job Training
D046	Elementary/High School/GED Training
D047	Training Books and/or Supplies (Books, supplies, computer, and software for courses)
D048	Other Training (Job Coaching)
D049	Maintenance (Room & Board at an Educational Facility, Rent, Lodging, Meals)
D131	Public Transportation (Bus, Taxi)
D132	Purchase or Rental of a Vehicle
D133	Other Transportation – NEC/Not Elsewhere Classified (Mileage; Specialized Van Service)
D134	Personal Assistance (Attendants, Caretakers, Drivers)
D135	Interpreter or Note-taking for the Deaf
D136	Reader or Driver Services for the Blind
D137	Orientation or Mobility Services for the Blind
D138	Low-vision Aids or Adjustment Services for the Blind
D139	Rehab Technology: Original/Innovation Design
D140	Rehab Technology: Assistive Technology Devices (Wheelchairs, Motorized Scooters)
D141	Rehab Technology: Assistive Technology Training/Guidance
D142	Rehab Technology: Vehicle Modifications (Van Modifications)
D143	Other Rehab Technology - NEC/Not Elsewhere Classified (Computer With Specialized Accommodation Hardware or Software)
D144	Post-Employment Services
D145	Services to Family Members (Child Care)
D146	Small Business Enterprise
D147	Supplies Used to Produce Home-Based Enterprise (HBE) Products
D148	All Other Services (Vehicle Repairs; PASS Plans; Medication; Mentoring and School Support Services; Bilingual Interpreters)
D149	Paid Work Experience

## **OBJECT CODE**

The object code identifies the type of expenditure a transaction represents.

## **SUBJECT CODE**

The subobject code allows for the further breakdown of expenditures.

### **Non-reportable - Payments from a state fund made directly to or on behalf of an individual or organization that are not reportable to the IRS.**

Object	Subobject	Use This Code For
5700	72	<b>Non-Taxable Grants and Aids on Behalf of Individuals/DVR.</b> <ul style="list-style-type: none"><li>▪ All direct payments/aids to consumers.</li><li>▪ Rent to real estate agents.</li><li>▪ Merchandise; physical goods (tools, bus pass, car, books, clothing, supplies, eyeglasses, hearing aids, vehicles, computers, furniture, prescriptions, food, livestock).</li><li>▪ Obtaining copies of medical records.</li><li>▪ On-the-job training/OJT (paying consumer's wage for initial employment period).</li><li>▪ Insurance premiums.</li><li>▪ Dues, memberships, licenses, subscriptions.</li><li>▪ Tax-exempt payments to vendors who are a government or agency of a government.</li><li>▪ Payments to a corporation (except for medical, health care, and legal services). Only corporations may use Inc. after their names.</li></ul>

### **Reportable - Payments from a state fund made directly to or on behalf of an individual or organization that are reportable to the IRS on Form 1099-MISC.**

Object	Subobject	Use This Code For
5711		<b>Non-Employer Compensation.</b> <ul style="list-style-type: none"><li>▪ Honorariums.</li><li>▪ Professional services (management consultants, interpreting).</li><li>▪ Placement services (all placement-related services).</li><li>▪ Evaluation/Non-Medical (benefits counseling, vocational evaluations).</li><li>▪ Educational services (tuition, tutoring, interpreting, notetaking, etc.).</li><li>▪ Miscellaneous services (transportation, driving services).</li><li>▪ Automobile services.</li><li>▪ Day care services. Attendant Care services.</li><li>▪ Payments to collection agencies.</li><li>▪ Miscellaneous training programs (work experience).</li><li>▪ Supported employment services.</li></ul>
5712		<b>Medical and Health Care Payments/Services.</b> <ul style="list-style-type: none"><li>▪ Medical professional services (eye exam, therapy, hearing exams, health and psychological evaluations, etc.).</li></ul>
5713		<b>Rents.</b> <ul style="list-style-type: none"><li>▪ Rental of space (parking, craft booth, dorm room, housing, motel/hotel).</li><li>▪ Other equipment rent/lease (computer, car).</li></ul>
5714		<b>Legal Services.</b> <ul style="list-style-type: none"><li>▪ Legal services (opinions, research, attorney).</li></ul>
5715		<b>Other Income.</b> <ul style="list-style-type: none"><li>▪ Interest.</li></ul>

## **REPORTING CATEGORY**

A four-digit code, the first three digits identify the program or grant. For DVR discretionary consumer services, this is 981. The fourth digit will be used to designate the program year (currently the IYY- the federal fiscal year).